

Criteria for Use of Luther Hall

1. The use of Luther Hall for church related and outside community oriented activities is to be authorized and approved by church council.
2. Church groups and organizations directly related to the ministry and function of Hope Lutheran shall at all times have precedence in the use of Luther Hall.
3. **Luther Hall shall not be used for any commercial for profit making program not in keeping with the mission and ministries of the congregation.**
4. All activities infringing on church observances, worship and special season activities shall be pre-empted for that period.
5. Parking lot facilities are primarily for worship service use and church related meetings. There shall be no conflict of the use of this facility during church time.
6. All groups using Luther Hall shall have the responsibility for cleaning and putting away equipment used. All trash shall be removed from containers and placed outside in the garbage dumpster. Left over items from a yard sale shall be taken away by the sponsor group. Please dispose of any excess food.
7. If the kitchen is to be used by an outside group or organization, permission must be obtained by the Church Council.
8. The utensils may be used, and shall be cleaned after use. Rinse water must have a disinfectant and the entire inside of the microwave must be cleaned after each use. Coffee, disposable cups, milk, cream, sugar, shall provided by the organization using the facility. Our church organizations provide and store their own materials in the kitchen and these must not be disturbed or used without permission.
9. Equipment shall be turned off before leaving. Check rest rooms so they are in good order and no water is running. Turn off lights and lock all doors.
10. Wedding receptions, Anniversaries, and Birthday parties may be planned for a member and the member's immediate family without charges for the use of Luther Hall. A custodial clean up deposit will be charged according to the yearly church fee schedule. The deposit will be refunded upon a satisfactory church inspection. If the group decides not to have self clean up a custodial fee will be charged.
11. *Funerals may be planned for members and the member's immediate family. There will not be any fees charged for the use or cleanup of Luther Hall.*
12. Outside (non-member) functions – e.g. Weddings receptions, Anniversaries, and Funerals. Non – members are asked to donate fees for the use of Luther Hall and a janitorial fee according to the yearly church fee schedule. The use of kitchen equipment, tables and chairs are also included in this donation.
13. **No alcoholic beverages are permitted on the premises. No smoking is permitted in the church buildings. No food or beverages in Sunday school rooms and library.**

Any damages to property or equipment shall be reported immediately to the Property Chairman and/or Church Secretary

The facilities of Luther Hall are provided through the generosity of members past and present. We are privileged in having this beautiful building for our use, and we trust all who use it will have the same sense of appreciation and show it by kind and thoughtful use, not abuse. We ask for your cooperation at all times so that all may enjoy the facilities of Luther Hall.

Fee Schedule

Recommended Minimum Honoraria Church wedding services

Ministerial - \$150

Organist - \$75

Funerals

Ministerial for funeral home service - \$150

Ministerial for gravesite only service - \$50

Ministerial for church Funeral Service - \$150

Organist - \$75

Luther Hall Fees

Wedding receptions, anniversaries, parties, etc.

Members – Custodial deposit/fee \$75

Funerals, wedding receptions, anniversaries, parties, etc.

Non-members - Custodial deposit/fee \$100

Utility fee \$1 per person per hour